

Seventh Judicial Circuit Court Reporting Services Department

Procedure for Ordering Criminal Appeal Transcripts

The **Court Reporters Office, Seventh Judicial Circuit**, located at 1769 East Moody Boulevard, Building 1, Bunnell, FL 32110 is responsible for reporting the following proceedings in **Flagler, Putnam, and St. Johns counties**:

- All proceedings related to death penalty cases
- Felony jury trials and jury selections
- Private and Department of Children and Families (DCF) Termination of Parental Rights trials

Volusia Reporting Company, the Seventh Judicial Circuit's Contract Provider, located at 432 South Beach Street, Daytona Beach, FL 32114 is responsible for reporting the following proceedings in **Volusia County**:

- All proceedings related to death penalty cases
- Felony jury trials and jury selections
- Private and Department of Children and Families (DCF) Termination of Parental Rights trials

The **Digital Court Reporting Staff**, located in various courthouses around the circuit, are responsible for digitally recording the following proceedings in **Flagler, Putnam, St. Johns and Volusia counties**:

- All other felony proceedings not listed above
- All misdemeanor proceedings
- Delinquency, Dependency, CINS/FINS proceedings

To streamline the appeal process and to ensure the timely filing of [supplemental] criminal appeal transcripts, please follow the procedures outlined below:

Flagler, Putnam, and St. Johns counties

Contact **Louise Pomar, Manager of Court Reporting Services**, to ascertain whether the proceedings being requested for appeal purposes were stenographically reported and/or digitally recorded. Please direct your inquiry to:

Louise Pomar, Manager of Court Reporting Services
E-mail: Stenographers@circuit7.org
Tel: 386.313.4570, 4571 or 4572

If proceedings were reported by a stenographic court reporter and the defendant is indigent, send the [Supplemental] Designation to Reporter, the signed Order of Indigency for Appeal Purposes, and the Court Reporter's Acknowledgment to **Louise Pomar, Manager of Court Reporting Services, 1769 East Moody Boulevard, Building 1, Bunnell, FL 32110** or via email to stenographers@circuit7.org for processing.

If proceedings were reported by a stenographic court reporter and the defendant has not been declared indigent for purposes of appeal, a deposit of ½ the estimated cost of the transcript(s), with the balance being paid in full prior to filing the appellate transcript(s) with the clerk's office, must be received in order to process the request.

If proceedings were digitally recorded, you may designate a private court reporting firm of your choice to prepare the appellate transcript(s). Send the [Supplemental] Designation to Reporter, the signed Order of Indigency for Appeal Purposes, and the Court Reporter's Acknowledgment to the court reporting firm that you have chosen to prepare the appellate transcript(s). Their office will obtain a CD of the proceeding(s) from the appropriate digital court reporting office to prepare the appellate transcript(s).

Volusia County

Contact the appropriate Digital Court Reporter's Office to ascertain whether the proceeding(s) being requested for appeal purposes were stenographically and/or digitally recorded. Please direct your inquiry to the appropriate Digital Court Reporting Office.

Proceedings held in Volusia County (east side): 386.239.7846

Proceedings held in Volusia County (west side): 386.626.6589

If proceedings were reported by a stenographic court reporter and the defendant is indigent, send the [Supplemental] Designation to Reporter, the signed Order of Indigency for Appeal Purposes, and the Court Reporter's Acknowledgment to the Seventh Circuit Contract Provider, **Volusia Reporting Company, 432 South Beach Street, Daytona Beach, FL 32114** or via email to Scheduling@VolusiaReporting.com for processing.

If proceedings were reported by a stenographic court reporter and the defendant has not been declared indigent for purposes of appeal, contact Volusia Reporting Company to make financial arrangements for the appeal transcript(s).

If proceedings were digitally recorded, you may designate a private court reporting firm of your choice to prepare the appellate transcript(s). Send the [Supplemental] Designation to Reporter, the signed Order of Indigency for Appeal Purposes, and the Court Reporter's Acknowledgment to the court reporting firm that you have chosen to prepare the appellate transcript(s). They will obtain a CD of the proceeding(s) from the appropriate digital court reporting office to prepare the appellate transcript(s).

It is not necessary to send any paperwork to the Digital Court Reporter's Office.